（2019年）常州市滨江中学每日值班记录

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 总值班人员 | | 沈亚东 | | 值班教师 | | 七： 刘普庆 | | | | | | | | | | | | | | | | | 八： 金燕 | | | | | | | | | | | | | | | | | 九： 钱俊 | | | | | | | | | | | | | | |
| 日 期 | 2019.3.4 | | | 星期： 一 | | | | | | | | | | | | 天气情况 | | | | | | | | | | 晴 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **检查时间** | **岗位** | | **检查内容** | | **情况记录** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6:40-7:00 | 校门口情况 | | 学生晨到情况（进校自觉下车、文明礼貌等） | | 自觉下车，文明礼貌较好；衣着规范一般;七年级极个别同学迟到;家长护学岗负责尽职。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 班级  情况  6+4 | | **⑴班级三自管**（黑板有要求、有学生管理、纪律好）（注：填达标数1/2/3）  **⑵6：50班主任到位**情况  （注：到位打√） | | **班级** | | **1** | | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | 3 | | | | √ | 3 | | √ | | | 3 | | √ | | 3 | | | √ | | | 3 | | √ | | 3 | | √ | | 3 | | √ | | 3 | | | √ | | 3 | | √ | | 3 | | √ | | 3 | | √ |
| 八 | | **3** | | | | **√** | **3** | | **√** | | | **3** | | **√** | | **3** | | | **√** | | | **3** | | **√** | | **3** | | **√** | | **3** | | **√** | | **3** | | | **√** | | **3** | | **√** | | **3** | | **√** | |  | |  |
| 九 | | 3 | | | | √ | 3 | | √ | | | 3 | | √ | | 3 | | | √ | | | 3 | | √ | | 3 | | √ | | 3 | | √ | | 3 | | | √ | | 3 | | √ | | 3 | | √ | |  | |  |
| 7:00-7:30 | 教学楼  3+3 | | **⑴巡视各班早读情况**  （注：填优A、良B、中C ）  **⑵教室内外卫生整体情况**  （注：优A、良B、中C） | | **班级** | | **1** | | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | A | | A | | | A | | A | | | A | | A | | A | | | A | | | A | | A | | A | | A | | A | | A | | A | | | A | | A | | A | | A | | A | | A | | A |
| 八 | | **A** | | **A** | | | **A** | | **A** | | | **A** | | **A** | | **A** | | | **A** | | | **A** | | **A** | | **A** | | **A** | | **A** | | **A** | | **A** | | | **A** | | **A** | | **A** | | **A** | | **A** | |  | |  |
| 九 | | A | | B | | | A | | B | | | B | | B | | B | | | B | | | B | | B | | B | | B | | A | | B | | A | | | B | | B | | B | | B | | B | |  | |  |
| 9:10-9:40 | 运动场地  6 | | 检查升旗仪式或外体活动，跑操的集队、退场等情况**、**做操状态及整体情况  （注：优A、良B、中C） | | **班级** | | **1** | | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | A | | | | | A | | | | | A | | | | A | | | | | | A | | | | A | | | | A | | | | A | | | | | A | | | | A | | | | A | | |
| 八 | | **A** | | | | | **A** | | | | | **A** | | | | **A** | | | | | | **A** | | | | **A** | | | | **A** | | | | **A** | | | | | **A** | | | | **A** | | | |  | | |
| 九 | | A | | | | | B | | | | | A | | | | B | | | | | | B | | | | B | | | | B | | | | B | | | | | B | | | | B | | | |  | | |
| 11:30-12:00 | 食堂  6 | | 巡视学生的用餐情况，注意学生用餐的文明程度  （注：优A、良B、中C） | | **班级** | | **1** | | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | A | | | | | A | | | | | A | | | | A | | | | | | A | | | | A | | | | A | | | | A | | | | | A | | | | A | | | | A | | |
| 八 | | **A** | | | | | **A** | | | | | **A** | | | | **A** | | | | | | **A** | | | | **A** | | | | **A** | | | | **A** | | | | | **A** | | | | **A** | | | |  | | |
| 九 | | B | | | | | B | | | | | B | | | | B | | | | | | B | | | | B | | | | B | | | | B | | | | | B | | | | B | | | |  | | |
| 12:00-12:40 | 教学楼  6 | | 巡视各班的午自修或午休的班级纪律情况  （注：优A、良B、中C） | | **班级** | | **1** | | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | A | | | | | A | | | | | A | | | | A | | | | | | A | | | | A | | | | A | | | | A | | | | | A | | | | A | | | | A | | |
| 八 | | **A** | | | | | **A** | | | | | **A** | | | | **A** | | | | | | **A** | | | | **A** | | | | **A** | | | | **A** | | | | | **A** | | | | **A** | | | |  | | |
| 九 | | B | | | | | B | | | | | B | | | | B | | | | | | B | | | | B | | | | B | | | | B | | | | | B | | | | B | | | |  | | |
| 全体随机  6 | 教学楼  实验室  运动场  6 | | 巡视学生学习、活动情况 | | 全校师生课堂投入，秩序良好。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| （上、下午至少各1次的课间纪律巡视记录）  （注：优A、良B、中C） | | **班级** | | | **1** | | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | | |
| 七 | | | A | | A | | | A | | A | | | A | | A | | A | | | A | | | A | | A | | A | A | A | | A | | A | | | A | | A | | A | | A | | A | | A | | A | |
| 八 | | | **A** | | **A** | | | **A** | | **A** | | | **A** | | **A** | | **A** | | | **A** | | | **A** | | **A** | | **A** | **A** | **A** | | **A** | | **A** | | | **A** | | **A** | | **A** | | **A** | | **A** | |  | |  | |
| 九 | | | B | | B | | | B | | B | | | B | | B | | B | | | B | | | B | | B | | B | B | B | | B | | B | | | B | | B | | B | | B | | B | |  | |  | |
| 17:30  -18:00 | 校门口 | | 学生进出情况（只允许出） | | 全校放学规范有序，9（4）9（6）班准时放学，至6点30分，一二楼班级多数完成放学，多位英语老师在办公室或教室检查学生口语背诵状况。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 全天 | 校内 | | 外校人员来校活动情况 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 全天 | 校内 | | 偶发事件及处理情况 | | 三楼八九年级之间的直饮水漏水，九4班孙文璟老师带着学生在处理。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 表扬与批评 | 表扬：全校的课堂和相关活动有序整齐投入；为九年级的教与学的热情点赞；孙文璟老师带着学生自发处理漏水问题；全校早读、课堂、自习、选修课、德育活动均井然有序；九（1）班6:45开始有领读，精神饱满，声音宏亮。9（2）9（7）9（8）班早读很早进入状态；升旗仪式过程中整个年级秩序井然，纪律良好，唱国歌的声音比以前宏亮许多，颁奖仪式比以前规范整齐进步。批评：升旗仪式和校内行走，缩手现象较多。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 有关建议 | 后勤要对学校内的安全细致排查，直饮水的漏水、三楼八九年级之间的直饮水有三个龙头无水，下午又漏水；八6班边上教室外墙有几块墙砖外鼓，有脱落之风险，后勤要加强排查整改；上周的发型整改很有成效，尤其男同学，后面对于缩手现象也要有意识去强调改进，人、学校要有精气神。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

 注：为促进学校实现全员德育，让更多的老师参与学校德育管理，更合理更全面更科学的评价各班班级管理，特对学校值日表进行改进，请各位值班老师按表中要求及时、实事求是地进行填写，并及时发到学校教师QQ群。对表格设计如有建议请及时与学校校长室联系，谢谢